



The Crystals: Judging Rubric

A Guideline for Nominations

Essay Score 200 points	Criteria - 1,300 word limit
151-200 pts.	<ul style="list-style-type: none"> • Nominee clearly went above and beyond job duties and/or implemented something truly innovative. • You could easily identify through results and/or multiple concrete examples the positive, meaningful impact the nominee made on his/her students, colleagues, site and/or the district. • Nominee’s actions obviously set him/her apart from peers, enough so to be a Crystal Award-winning employee. • There is <u>no doubt</u> in your mind that the nominee stepped out of his/her expected role and took on additional job duties or expanded his/her job beyond what can be reasonably expected, and/or implemented a program(s) or process(es) that was/were truly innovative, something not done by anyone else in the district who holds the same role as the nominee.
101-150 pts.	<ul style="list-style-type: none"> • Nominee went above and beyond job duties, and/or showed innovation in his/her work. • With little effort, you could clearly identify the positive, meaningful impact the nominee made on his/her students, colleagues, site and/or the district. • Nomination includes supportive examples and/or data, but they simply aren’t as powerful and poignant as those examples that fall in the above range.
51-100 pts.	<ul style="list-style-type: none"> • Employee may have been innovative and/or exceeded his/her job description, but not by much. • With great difficulty you could identify that there was a little evidence that the employee made a positive impact on his/her students, colleagues, site and/or the district. • Examples and/or data weren’t convincing enough and as you read the write-up, you felt something was missing. Nominee was marginally innovative and/or only performed marginally above and beyond his/her job duties.
0-50 pts.	<ul style="list-style-type: none"> • Nominee was simply doing his/her job, nothing above and beyond. • Examples and/or data are very weak and irrelevant. • No evidence that nominee was making a positive impact.



Letters Score 150 total	Criteria - Limit to one page (each letter is worth 50 points)
113-150 pts.	<ul style="list-style-type: none"> • Letter solidly supports the rest of the application. • Writer offers personal, real-life examples of how nominee has made a significant, meaningful impact on the writer and/or those around him/her. • Provides insight into the nominee’s character that builds confidence that the nominee is truly exceptional and award-worthy. Letter writer unquestioningly believes nominee should be a Crystal Award winner. • Through this longer narrative, credible examples are found for claims made in the nomination. • Substantive, high-quality examples/anecdotes provided to elaborate on how employee has exceeded his/her job description.
76-112 pts.	<ul style="list-style-type: none"> • Letter offers good, but not outstanding, support to the nomination. • Some examples are given but needs more definitive examples/anecdotes to make the letter stronger. • Offers only minimal additional insight into the nominee’s character and achievements. • The nominee’s impact on students, colleagues, site and/or district is not clearly evident.
38-75 pts.	<ul style="list-style-type: none"> • Letter doesn’t convince you either way that the nominee is worthy of a Crystal Award. • Doesn’t add significant support to the rest of the nomination form. • Appears to fall short of convincing support of the nominee. • Examples/anecdotes don’t provide additional insight into who the nominee is and/or what he/she has accomplished. • Lacking, uninspiring.
0-37 pts.	<ul style="list-style-type: none"> • Letter only vaguely supports the application and adds little to no value to the application. • You have to make assumptions and draw your own conclusions as to what the writer is trying to convey because it is not entirely clear. • It is uncertain as to how much writer believes in the nominee. • The nominee’s accomplishments, impact, character are not discussed. • Offers nothing relevant or insightful. • May actually hurt the nomination form by indicating that nominee is not who was portrayed in the rest of the application. • Resembles a generic form-letter that could be about anyone.